

Quick Class Upload Guide

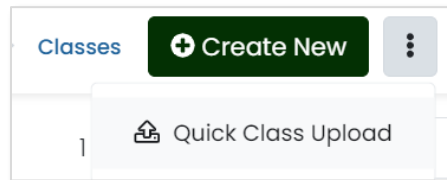
Districts and schools have the option of creating classes within ADAM. If a student is assigned to a teacher through a class, the teacher will have access to the student's reports once they are released after administration. Classes can mirror proctor groups or students can be grouped in classes differently. The process for District Administrators (DAs), District Test Coordinators (DCs), and School Test Coordinators (SCs) creating classes via the Quick Class Upload tool is outlined below.

1. Download the Quick Class Upload template.

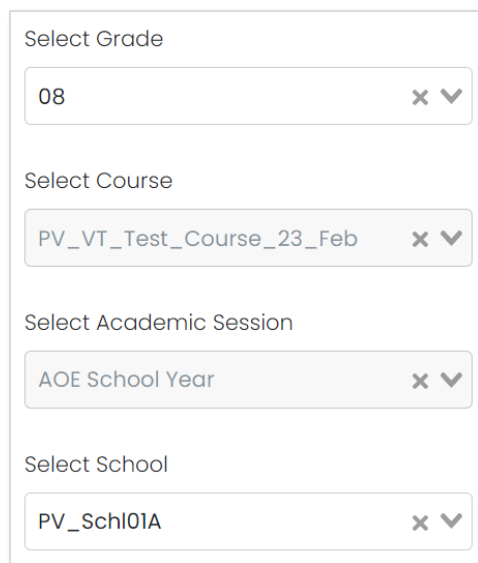
- a. In ADAM, navigate to Rostering > Classes. This will bring you to the Class Config page.



- b. In the upper right-hand corner, click the ellipsis, and select Quick Class Upload from the drop-down menu.




- c. The Quick Class Upload page will display. Follow the instructions in Step 1 in ADAM to download the template.
 - i. Select the Grade, Course, Academic Session, and School from each associated drop-down menu.



A screenshot of the Quick Class Upload form. It contains four dropdown menus, each with a selected value and an 'x' icon to clear the selection. The first dropdown is labeled 'Select Grade' and has '08' selected. The second is labeled 'Select Course' and has 'PV_VT_Test_Course_23_Feb' selected. The third is labeled 'Select Academic Session' and has 'AOE School Year' selected. The fourth is labeled 'Select School' and has 'PV_SchI01A' selected.

Note: Courses and Academic Sessions are pre-set by Cognia and will not be editable.

- ii. Once all selections have been made, click the Click to download template button.

 Click to download template

The file download is named using the School Name, Course Name, and Date.
(e.g., quick_class_Easton Elementary_5th Grade Science_05_01_2021.csv)

2. Update the template with the students and class information.

- a. Open the downloaded template in Excel, Sheets, or Numbers. This file will have eight columns – user_sourced_id, first_name, last_name, identifier, course_sourced_id, school_sourced_id, academic_session_sourced_id, and class_code.

	A	B	C	D	E	F	G	H
1	user_sourced_id	first_name	last_name	identifier	course_sourced_id	school_sourced_id	academic_session_sourced_id	class_code
2	1111111	Student	Demo8	1111111	8dc536dd-7346-4a35-91c27f69b5c-3f9c-47a3-a220-2c522-23			
3								
4								
5								

- b. Add the desired class name for each student to Column H, class_code. Columns A–G should be prepopulated with your student information.

Note: It is helpful to be as specific as possible to manage students. For example, Grade 8 may not be as easy to identify as Jones Grade 8 Math A.

- c. Save a copy of the updated class file to your computer as a .csv.

3. Upload the new class file to ADAM.

- a. On the Quick Class Upload page, navigate to Step 3 at the bottom of the screen.
 - i. Be sure your previous selections for Grade, Course, Academic Session, and School are still accurate.
- b. Click Browse to select the updated file you saved on your computer.

Step 3: Upload the modified file into ADAM.

Choose a file or drop it here... Browse

- c. Once the file has been added, click Upload.

Step 3: Upload the modified file into ADAM.

quick_class_PV_Schl01A_PV_VT_Test_Course_23_Feb_01_17_2024_one Browse

New Classes: 1

New Enrollments: 1 Upload

- d. If your upload was successful, you will be brought back to the Classes page in ADAM, with a popup that indicates your upload is complete.

 **Success**

Upload Complete

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If your upload was unsuccessful, Validation Criteria will display, with an error message showing what needs to be corrected.

Step 3: Upload the modified file into ADAM.

Validation Criteria

Choose a file or drop it here...

quick_class_PV_SchI01A_PV_VT_Test_Course_23_Feb_01_17_2024_error.csv:
academic session sourced ID is required on line 2

4. If needed, correct any errors and reupload.

- a. Reopen the file you saved, correct the errors noted on the Quick Class Upload page, and save.
- b. Repeat Step 3 to upload the corrected file.